



## MIDWEEK COORDINATOR ROLE DESCRIPTION

The Midweek Coordinator points the logistics and programming of all Midweek offerings; uses his/her administrative, logistic and operational skills to support the Adult Education Coordinator, ensuring he/she functions as effectively and efficiently as possible; completes administrative projects, tasks and research as directed; and manages all communication responsibilities for Midweek.

## RESPONSIBILITIES

### Point the Logistics of Midweek Offerings

- Set up and tear down Midweek signs/maps/rooms/required materials
- Prepare and distribute weekly packets for each class

### Recruit a Highly Effective Midweek Volunteer Event Team

- Build a culture defined by love and unity
- Cast vision regularly by sharing stories and celebrating wins

### Complete All Administrative Tasks and Projects with Excellence and Efficiency

- Prepare documents, reports, etc. in support of projects and meetings

### Prepare Meetings and Events as Requested With Excellency and Efficiency

### Ensure Accurate, Timely Response to Communication Requests By Phone or Email

### Perform Other Duties and Tasks as Assigned

### Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

### Demonstrate a Commitment to Growth

- Receive and apply training and development from the Adult Education Coordinator
- Attend department and All-Staff meetings

### Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Pursue spiritual growth through community and a daily (or almost daily) 4-R Practice

### Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active members
- Accept and uphold CHCC's Essentials of Our Faith

**POSITION TYPE:** Part-Time

**HOURS PER WEEK:** 15 (includes Wednesday evening responsibilities)

**SUPERVISOR:** Pastor of Adult Education